

**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or case in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

Chapter 7	Number 18	Effective Date 01/10/05	Review Date 2009
Subject JUVENILE PROCEDURES AND REPORTING			☐ New Order ☒ Replaces O.O. 401-2(11/12/04) E.O. 04-14 (3/24/04)
References VA Code 16.1-246, 16.1-247, 16.1-248, 16.1-249, 16.1-255, 16.1-340, 18.2-103, 18.2-266, 18.2-308.1, 19.2-119 et seq, 15.2-1718, 52-32, 52-34, 52-32 General Order 1-2 VLEPSC ADM.14.01, OPR.04.01, .04.02, .04.03, .04.04; OPR.06.05, OPR.02.05, ADM.24.06; OPR.04.02, ADM.25.07, and ADM.25.12			
 _____ Chief of Police or Designee		01/10/05 _____ Date	

I. PURPOSE

The purpose of this directive is to establish the policies, procedures, and guidelines for compiling related reports when processing juvenile offenders, missing persons and runaway complaints, and truants. This order consists of the duties and responsibilities for members of the Richmond Police Department.

II. POLICY

It is the policy of the Richmond Police Department to provide its members with the proper guidelines when taking juveniles into police custody. Department members will comply with mandated State guidelines and codes that pertain to juveniles, missing persons and runaways, and truants. The responsibility for participating in or supporting the Department's juvenile operations function is shared by all Department components and personnel.

III. PROCEDURE**A. General Guidelines:**

1. When possible, a uniformed patrol officer should answer all calls for service concerning juveniles and determine the actual need for a Youth Family Crimes Team (YFCT) Detective to respond.
2. If the juvenile is charged, a Juvenile Violation/Affidavit Report (JVAR) packet shall be compiled. An attempt will be made to parole the offender to a parent or guardian when the offense is of a minor nature. The officer will then forward the completed arrest packet to the YFCT. The offender need not be transported to the YFCT, unless he/she cannot be paroled.

3. Whenever a juvenile is arrested and charged with a crime that would be a felony if committed by an adult, the arresting officer will check "Juvenile Court" on the violation report.
4. The information on the JVAR is essential to the filing of a proper juvenile petition in the Richmond Juvenile and Domestic Relations District Court (RJDRDC). It is, therefore, important that the JVAR be completed thoroughly and that complainants, other than parents, guardians or close relatives of an alleged offender, not be told to go to the Court to file a petition before the JVAR is transmitted. Ordinarily, complainants desiring to file juvenile petitions will be notified by a court service unit counselor when it is appropriate for the petition to be signed.
5. When a police officer arrests a juvenile between the hours of 0700 and 2300, the offender may be brought to 501 North 9th Street, adjacent to the former location of the YFCT for processing. If an officer arrests a juvenile offender on a releasable offense, the officer must process the juvenile in the field and parole him/her to a parent or guardian unless the officer believes that immediate custody is warranted per VA Code §16.1-246. If the juvenile is taken into custody then the officer must follow applicable provisions of VA Code §16.1-247 per release of the juvenile. It is the responsibility of the field officer to process the juvenile offender.
6. Officers shall take appropriate precautions when processing juveniles (i.e. handcuffing, if necessary search incident to arrest, etc.).
7. When a police officer interviews a juvenile suspected of a crime, a parent or guardian may be present, if possible, but the parent's or guardian's presence is not required by law. The juvenile's constitutional rights must be explained to him/her, and the younger the juvenile, the more likely it is that his/her understanding of these rights would be questioned in Court. See General Order 1-2, Section III (E)(2).
8. Juveniles 12 years of age and under shall not be transported in patrol wagons. Juveniles over the age of 12 may be transported in patrol wagons when their actions make it unsafe for the officer to transport them otherwise, or if it is likely that they may cause damage to the police unit. ***Approval to transport a juvenile in a wagon must be approved by a supervisor.***
9. No juvenile may be transported with adults suspected or charged with criminal acts. All juveniles shall be carefully searched for weapons and contraband, the same as adult prisoners.
10. It will be the responsibility of the arresting officer to check the Warrant Room for outstanding detention orders that may be on file. It will also be their responsibility to ensure photographs and fingerprints are taken on juveniles in accordance with §16.1-299 of the Code of Virginia.
11. In those situations where an officer is authorized to take a juvenile into immediate custody per VA Code §16.1-246 (see Section C), the arresting officer

will do the following after fingerprinting and photographing the juvenile suspect (if required):

- a) Complete a Juvenile Violation/Affidavit Report listing each offense (up to six offenses may be included on one form). Fill in all required fields on the Report including the "Arraignment Notice Date" and have juvenile and parent and/or custodian sign and date the "Arraignment Notice Date" field.
- b) Complete a Request For Witness Subpoena Form;
- c) Complete a PD-67, Court Conflict Dates Form;
- d) Staple together the JVAR, Request for Witness Subpoena Form, Court Conflict Dates Form (PD-67) and Fingerprint Cards and C.C.R.E. (if required);
- e) Forward the complete packet to the Youth and Family Crimes Team without delay. All forms may be submitted hand written if the print is legible, but all forms must be thoroughly completed to include the Offense Criminal Code Numbers.

B. Youth and Family Crimes Team Responsibilities:

1. A YFCT detective will respond to assist all police officers, if necessary, with the processing of juveniles who have been taken into custody and are not paroled, or are prohibited from being paroled, to their parent(s) or legal guardian(s). A YFCT detective is on-call for emergency situations between the hours of 2300 and 0700 hours. The patrol supervisor will contact the YFCT supervisor to determine the need to call out a YFCT detective. It is the arresting officer's responsibility to notify the parent(s) or guardian(s) of the juvenile who has been arrested. If the juvenile is to be placed in detention, it is the arresting officer's responsibility to complete the affidavit for placement in the detention facility.
2. Should it be necessary to place the juvenile offender in Juvenile Detention, the arresting officer shall immediately notify the on-call intake officer that the juvenile is in police custody.
3. A runaway from a court or juvenile welfare agency placement, other than a detention home or jail, is not to be placed in the detention home, but is to be returned to the place from which he/she ran, or turned over to his/her social worker. Runaways from the Reception and Diagnostic Center and state learning centers may be placed in the detention home only if the state institutions cannot arrange immediate transportation upon notification by the police of the juvenile's apprehension.
4. A juvenile court intake officer is on-call between 1600-0700 hours Monday through Friday and all of the weekends and holidays. The on-call list is at the Warrant and Information Desk.
5. When a juvenile is arrested on a felony charge, the intake worker will be called to determine if the juvenile should be placed in the Detention Home.

6. Intake will not accept a juvenile at the detention home merely charged with drunk in public. In cases of drunken juveniles who cannot be paroled, the arresting officer must stay with the juvenile (in the YFCT, if necessary) until relieved by his/her supervisor or parole arrangements are made.
 7. The Sergeant in charge of the YFCT shall be the Richmond Police Department's liaison with local adult and juvenile correctional facilities and juvenile courts."
- C. Juveniles Taken into Immediate Police Custody per VA Code §16.1-246. - Officers may take juveniles into immediate custody ONLY in the situations listed below. If one of the below listed situations is not present, then officers SHALL follow the procedures for obtaining a petition against the juvenile (see Section D).
1. When a detention order is issued by a judge, an intake officer, or a juvenile court clerk when authorized by a judge of the Richmond Juvenile and Domestic Relations District Court, in accordance with the provisions of this law or with a warrant issued by a magistrate; or,
 2. When a juvenile is alleged to be in need of services or supervision and (i) there is a clear and substantial danger to the juvenile's life or health or (ii) the assumption of custody is necessary to ensure the juvenile's appearance before the court; or,
 3. When, in the presence of the officer who makes that arrest, a juvenile has committed an act designated a crime under the law of the Commonwealth, or ordinance of the City of Richmond or federal law and the officer believes that such is necessary for the protection of public interest; or,
 4. When a juvenile has committed a misdemeanor offense involving (i) shoplifting in violation of VA Code §18.2-103, (ii) assault and battery or (iii) carrying a weapon on school property in violation of VA Code §18.2-308.1 and, although the offense was not committed in the presence of the officer who makes the arrest, the arrest is based on probable cause on a reasonable complaint of a person who observed the alleged offense; or,
 5. When there is probable cause to believe that a juvenile has committed an offense which, if committed by an adult, would be a felony; or,
 6. When a police officer has probable cause to believe that a person committed to the Department of Juvenile Justice as a juvenile has run away or that a juvenile has escaped from a jail or detention home; *or*,
 7. When an officer has probable cause to believe a juvenile has run away from a residential, child-care facility or home in which he/she had been placed by the court, the local social services agency or licensed child welfare agency; or,
 8. When a law enforcement officer has probable cause to believe a juvenile (i) has run away from home or (ii) is without adult supervision at such hours of the night and under such circumstances that the police officer reasonably concludes that there is a clear and substantial danger to the juvenile's life or health; *or*,

9. When a juvenile is believed to be in need of inpatient treatment for mental illness, the field officer will contact Crisis Intervention and Child Protective Services as provided in VA Code §16.1.340.
- D. Procedure for Obtaining a Petition per VA Code §16.1-260:
1. The filing of a petition is necessary in order to commence any action against a juvenile EXCEPT:
 - a. When the juvenile may be taken into immediate custody per Section “C” above; or
 - b. In situations where the officer is authorized to issue a summons to the juvenile per VA Code §16.1-260H:
 - 1) Violations of traffic laws, ***game and fish laws or a violation of any ordinance establishing curfew violations, animal control violations or littering violations. In such cases the court may proceed on a summons issued by the officer investigating the violation in the same manner as provided by law for adults;***
 - 2) Violation of §18.2-266 or §29.1-738, or the commission of any other alcohol-related offense, provided the juvenile is released to the custody of a parent or legal guardian pending the initial court date; or
 - 3) Offenses which, if committed by an adult, would be punishable as a Class 3 or Class 4 misdemeanor, provided the officer mails notice of the summons to appear within five days of the issuance of the summons to a parent or legal guardian of the juvenile.
 2. Officers must file for a petition for Class 1 and Class 2 misdemeanors not committed in the officer’s presence.
 3. In order to obtain a petition officers shall:
 - a. Complete a Juvenile Violation/Affidavit Report listing each offense (up to six offenses may be included on one form). Fill in all required fields on the Report EXCEPT FOR the “Arrestment Notice Date.” The Juvenile & Domestic Relations (J&DR) Court Clerk’s Office will issue the summonses for appearance to the juvenile and parent and/or custodian per VA Code § 16.1-263.
 - b. Complete a Request For Witness Subpoena Form;
 - c. Complete a PD-67, Court Conflict Dates Form;
 - d. Staple together the Juvenile Violation/Affidavit Report, Request for Witness Subpoena Form, Court Conflict Dates Form (PD-67), and Fingerprint Cards and C.C.R.E. (if required).

- e. Forward the complete packet to the Youth and Family Crimes Team without delay. All forms may be submitted hand written if the print is legible, but all forms must be thoroughly completed to include the Offense Criminal Code Numbers.
- E. Authority and Duties of a Police Officer in Taking a Juvenile Into Immediate Custody – VA Code §16.1-247:
 - 1. Any juvenile taken into custody for a felony offense, will be transported to the YFCT. The arresting officer(s) may use his/her Locker Room Key to enter the juvenile fingerprint room. The juvenile offender must be processed by being read his constitutional rights, interviewed (if necessary and possible), fingerprinted and photographed. The equipment needed will be provided for the officer in the juvenile fingerprint room. If the juvenile is placed in the juvenile detention home, a copy of the JVAR will be left for the YFCT so an accurate record of the juvenile's offenses may be maintained. If a female juvenile offender needs to be transported for any reason, when possible a female officer should either be present in the transport vehicle or following the transport vehicle.
 - 2. The arresting officer shall, in the most expeditious manner practicable, give notice for the action taken and give reason for taking the juvenile into custody to the juvenile's parent, guardian, legal custodian or other person standing in loco parentis, a judge or an intake officer of the Richmond Juvenile and Domestic Relations District Court together with a completed JVAR or an oral report, as is necessary.
 - 3. In accordance with the provisions under VA Code §16.1-247, the arresting officer may execute the appropriate actions during hours when the court is open as follows:
 - a. The officer taking a child into custody pursuant to the provisions of §16.1-246 A – Bring the juvenile taken into custody with a detention order issued by the judge, or intake officer of the Richmond Juvenile and Domestic Relations District Court or with a warrant issued by a magistrate to the Richmond Detention Center.
 - b. Any time an officer has detained 3 or more juveniles, and if it appears they will be taken into custody at the Richmond Juvenile Detention Facility, a notification must be made to the "Control Room" of the detention facility. The phone number is 646-3461. The arresting officer shall contact the Police Information Desk who will make the notification. This call should be made as soon as the officer verifies the detention.
 - c. The officer taking a child into custody pursuant to the provisions of §16.1-246 B, C or D – (1) Issue oral counsel and warning and release the juvenile to his/her parents, guardian, custodian or other suitable person who will provide supervision and care for the juvenile; (2) or will promise to bring the juvenile before the Court when requested; or (3) the officer may bring

the juvenile before any judge or intake officer of the RJDRDC with a completed JVAR.

- d. The officer taking a child into custody pursuant to the provisions of §16.1-246 E and F - (1) Release the juvenile to the institution, facility or home from which he/she ran away or escaped; or (2) bring the juvenile to the judge or intake officer of the RJDRDC with a completed JVAR arrest packet.
- e. The officer taking a child into custody pursuant to the provisions of §16.1-246 G - Notify the intake officer of the RJDRDC of the situation. If the intake officer determines that the situation is not within the jurisdiction of the court, the arresting officer shall in the most expeditious manner practicable, either (a) return the juvenile to his/her home; (b) release the juvenile to his/her parent(s) or legal guardian or legal custodian or other person standing in loco parentis; or (c) place the juvenile in shelter care for a period not longer than twenty-four (24) hours after the issuance of a detention order pursuant to VA Code §16.1-255; or (d) release the juvenile.

NOTE: During the period of detention the juvenile shall not be confined in any detention home, jail or other facility for the detention of adults.

- 4. In accordance with the provisions under VA Code §16.1-246 through 16.1-249 the arresting officer shall execute the appropriate actions during hours when the court is not open as follows:
 - a. The officer taking a child into custody pursuant to the provisions of §16.1-246 A - (i) Release the juvenile taken into custody pursuant to a warrant on bail or recognizance pursuant to chapter 9 (VA Code §19.2-119 et seq.) of Title 19.2; or (ii) place the juvenile in a detention home or in shelter care; or (iii) place the juvenile in jail subject to the provisions of §16.1-249 after the issuance of a warrant by a magistrate.
 - b. The officer taking a child into custody pursuant to the provisions of §16.1-246 B, C and D - (i) Issue oral counsel and warning and release the juvenile to his/her parents, guardian, custodian or other suitable person who will provide supervision and care for the juvenile or will promise to bring the juvenile before the court when requested; or (ii) release the juvenile on bail or recognizance pursuant to Chapter 9 of Title 19.2; or (iii) place the juvenile taken into custody pursuant to §16.1-246 B in shelter care after the issuance of a detention order by a judge or intake officer of the RJDRDC; or (iv) place the juvenile taken into custody pursuant to §16.1-246 C and D in shelter care or the detention home after the issuance of a warrant by a magistrate ; or (v) place the juvenile in a jail subject to provisions of §16.1-249 after the issuance of a warrant by a magistrate.
 - c. The officer taking a child into custody pursuant to the provisions of §16.1-246 E - (i) Release the juvenile to the institution or facility from which

he/she ran away or escaped; or (ii) detain the juvenile in a detention home or a jail subject to the provisions of §16.1-249 after the issuance of a warrant by a magistrate.

- d. The officer taking a child into custody pursuant to the provisions of §16.1-246 F - (i) Release the juvenile taken into custody to the facility or home from which he/she ran away; or (ii) detain the juvenile in a shelter care after the issuance of a detention order by the judge or intake officer of the RJDRDC or the issuance of a warrant by a magistrate.
- e. The officer taking a child into custody pursuant to the provisions of §16.1-246 B, F or G - The arresting officer, during such hours as the court is not in session and the juvenile is not released or transferred to a facility or institution in accordance, shall hold the juvenile in custody only as long as is reasonably necessary to complete identification, investigation and processing. The juvenile shall be held under visual supervision in the YFCT. The juvenile shall not be handcuffed or otherwise secured to a stationary object.
- f. If the RJDRDC is closed, the arresting officer shall contact the information desk for the on-call intake officer, charge the juvenile and place him/her in detention.

NOTE: The arresting officer may, in addition to any provision listed above, detain the juvenile for a reasonably necessary period of time in order to administer a breath or blood test to determine the alcohol content in his/her blood, if the juvenile was taken into custody pursuant to §18.2-266.

F. *Duties and Responsibilities of Officers when Dispatched for Violations by Juveniles in the Juvenile Outreach/Electronic Monitoring Program:*

- 1. ***When a juvenile repeatedly violates the conditions of the program, an outreach counselor will provide the police officer with his/her telephone number and the course(s) of action the officer(s) will need to take (i.e. check the status of the youth, file a Missing Persons Report, return the youth to detention, etc.) and if warranted, that a Detention Order is on file at Police Headquarters. A copy of the order if issued will also be at the Detention Center, 1700 North Oliver Hill Way.***
- 2. ***If a police officer is dispatched to handle the situation, the officer shall:***
 - a. ***Go to the juvenile's residence;***
 - b. ***Upon arrival at the residence, check the status of the youth;***
 - c. ***Call the contact telephone number of the Outreach counselor;***
 - d. ***Receive instruction from the counselor concerning the background of the youth and mutually agree on the end result(s) of what needs to happen with the juvenile; and,***

- e. *If a mutual agreement is indicated by the counselor and the officer for detention, the youth shall be returned to detention by the officer.*
- 3. *If an officer or detective arrests or otherwise encounters a juvenile who is wearing an electronic bracelet and there is a question whether the juvenile is in violation of the condition(s) of the program, the officer or detective shall:*
 - a. *Contact DEC and provide the juvenile's name and any other identifying information. DEC will contact the Program Manager of the Outreach/Electronic Monitoring Program who will provide information on the specific Outreach counselor;*
 - b. *Await a response from DEC as to the specific Outreach counselor to contact;*
 - c. *Contact the Outreach counselor;*
 - d. *Receive instruction from the counselor concerning the background of the youth and mutually agree on the purpose and the end result(s) of what needs to happen with the juvenile; and,*
 - e. *If indicated, the police officer shall return the youth to detention.*
- G. Authority and Duties of an Officer Dispatched to Take a Report of a Missing Person or Runaway, Prior to Calling a YFCT Detective:
 - 1. The officer shall:
 - a. Determine if the subject is missing from the City of Richmond; and,
 - b. Conduct a search of the premises from where the subject is reported missing. Make sure all compartments at the location are explored including any attic, basement, accessible crawl space, and any outbuildings (garage, shed, barn, etc.)
 - 2. When the missing person is a juvenile, the officer shall complete the Missing Person/Runaway Report, and immediately take that report to the Police Information Desk. The Field Officer's copy of the Missing Person/Runaway Report will be used to record the initial report information. The Division of Emergency Communications (D.E.C.) will not enter the information into NCIC without the report. The original copy of the report will be forwarded to the YFCT.
 - 3. When the missing person is an adult (over 21 years of age), the officer must immediately call the information to the Incident Based Reporting (IBR) Report Clerk at the Police Information Desk.
 - 4. Missing Person Reports may be taken when reported by family members, social workers, probation officers, intake workers, or any court appointed guardian. The initial reporting officer will also advise the person making the report to call the YFCT, and report any additional information, especially if the missing

person is located or returns. The Juvenile Missing Person/Runaway Report must be signed by the adult responsible for the reporting. There is no time period to report a case of a missing person or runaway.

5. If the person is located, the officer shall forward all paperwork to the YFCT. The YFCT Detective assigned to the case shall stamp the reported "LOCATED", insert the date located, specify the person notified, and the time and date notified. (In some instances, verification will be required and will be handled by the assigned detective. The reports shall then be properly filed).
6. The YFCT shall send a list of located juveniles to D.E.C., so that the juveniles may be cleared out of the NCIC system.
7. Officers should never discuss specific action(s) to be taken in these cases, except that the case will be given attention by the Department.

H. Special Circumstances - Duties of Reporting Officer for Missing Persons/Runaways:

1. The reporting officer shall notify his/her immediate supervisor, if a complaint of a missing person meets any of the following criteria:
 - a. The missing person is under twenty-one (21) years of age (VA Code 52-32); or,
 - b. The missing juvenile or adult is mentally retarded or mentally ill, and cannot care for him/her self; or,
 - c. The missing person is in need of medication or has a medical condition that may be life threatening to him/her self or others; or,
 - d. The circumstances surrounding the missing person's disappearance indicate the possibility of foul play.
2. If foul play is suspected, the YFCT's supervisor shall be notified, and a YFCT Detective will respond.

I. Authority and Duties of the Field Services Supervisor for Missing Persons/Runaways:

When a patrol supervisor is notified of any special/unusual circumstances regarding a missing person/runaway by the reporting officer, the supervisor may implement the following strategies:

1. Establish a Command Post and utilize the officer's Field Search Report Package (including a PD-112 and a PD-113) to conduct the search. These packages are available at all Precincts.
2. If feasible, start a search of the neighborhood with all available patrol units.
3. Designate the areas to be searched.

4. Designate the unit dispatched to take the Missing Person/Runaway Report as the recorder of the search.
 5. Maintain a search log and forward the log to the YFCT.
- J. Authority and Duties of the Precinct/Watch Commander for Missing Persons/Runaways:
1. It shall be the responsibility of the Precinct/Watch Commander to decide whether or not to utilize the Mobile Command Post, notify the news media, or call in additional police personnel. In extraordinary cases, on-duty officers may be held over for an undetermined period of time. The Precinct/Watch Commander will make the determination.
 2. It shall be the responsibility of the Precinct/Watch Commander to terminate the search. If the Precinct/Watch Commander is unavailable, the YFCT's supervisor may be contacted for termination approval.
 3. Release of Information to the Media for Missing Persons/Runaways:

Local radio, television, and print media will be asked to assist the Department by broadcasting a description of the missing person when:
 - a. The missing person/runaway is under ten (10) years of age; or,
 - b. The circumstances surrounding the missing person/runaways disappearance are such that assistance of the news media appears essential.
 4. The Precinct/Watch Commander or, in his/her absence, the YFCT supervisor shall contact the Department's Public Affairs Unit, and shall approve all pictures and statements, before they are released to the media.
- K. Authority and Duties of the Police Information Desk Personnel -Procedure for All Missing Persons/Runaway Reports:
1. The original Missing Person/Runaway Report (Not a copy) will be stamped and logged into the YFCT's book at the Information Desk (Not given to Central Records). The book will then be placed into the YFCT's mailbox.
 2. A copy of the Missing Person /Runaway Report will be faxed to Teletype (Not placed in D.E.C.'s Box). In addition, an electronic "All Unit Broadcast" will be composed and E-mailed to the Teletype Section. An electronic "All Unit Broadcast" will be composed and E-mailed to Teletype.
 3. If the Missing Person/Runaway Report is on a juvenile or adult that meets the criteria listed below for entry into VCIN/NCIC only, a copy will be faxed to D.E.C.'s Teletype Section. The juvenile or the adult must possess any or all of the following characteristics for the information to be entered into VCIN/NCIC:
 - a. The person is disabled; or,

- b. The person is endangered; or,
 - c. The disappearance was not voluntary or appears suspicious.
- 4. If the person is under 21 years of age, a copy will be faxed to D.E.C. for VCIN. The Information Desk personnel will forward the report to the Data Operations Unit. The Data Operations Unit will enter all information into the PISTOL system; Code 90M within 24 hours. A detective will clear these as all other cases.
 - 5. Data missing from the report(s) will be noted in the Narrative Section. The missing data will then be noted on the report(s) and a copy sent to the reviewing supervisor for correction. Once the missing data is compiled, the reviewing supervisor shall IMMEDIATELY return the report(s) to the Data Operations Unit to be added into the PISTOL system. YFCT will track the status of the cases.

L. Juvenile Reporting into the PISTOL System:

- 1. JVARs will no longer be entered into the JTS System – The JTS System will be available for retrieval, if necessary. Every JVAR received in the PISTOL System shall be reviewed to ensure completeness and accuracy by the YFCT's Office Specialist.
- 2. Truancy Reports – The YFCT's Office Specialist will enter all such reports into the PISTOL system as Field Contacts, using the Officer's Code or Code 9004 for others (School Security, etc.).
- 3. Runaways – The Data Operations Unit will enter all information into PISTOL, using Code 90M, a detective will clear these as all other cases.
- 4. Truancy – The YFCT's Office Specialist will enter all information into PISTOL, as Field contacts using the Officer's Code or Code 9004 for others (School Security, etc.).

M. Procedures at the Curfew Center:

When a police officer arrests a curfew violator, the officer will place a call to DEC. DEC will contact the Juvenile Justice Services on-call staff member. The on-call staff member will meet the arresting officer and the youth at the Curfew Center, located at 921 Hull Street. The on-call staff member's pager number is 323-0024.

N. Procedure For Handling Juveniles From Other Localities:

- 1. When a teletype is received from a locality outside of Virginia stating that a juvenile has escaped from institutional custody, probation or parole supervision, or is wanted for a delinquent offense (including violation of probation or parole), the juvenile may be apprehended and placed in the detention home on the teletype, stating that the juvenile is wanted and is to be detained, pending transportation arrangements.

2. Upon receipt of an actual warrant, attachment, capias, detention order or a teletype stating there is a detention order outstanding issued by another Virginia court on a petition alleging a delinquent act, a juvenile may be apprehended by the Department and placed in detention.
3. In the absence of a warrant, detention order, attachment or capias, detention home placement is not to be authorized for a juvenile not charged with delinquent offense. However, a non-secure facility such as the Oasis House may be used for placement.
4. A juvenile from another locality apprehended in Richmond on a charge of having committed an act of delinquency here (other than trespassing on an interstate highway) should be dealt with according to Department guidelines.
5. Trespassers and runaways apprehended on interstate highways by State Police, if they reside in other localities in Virginia or in another state, are not to be placed in the Richmond Juvenile Detention Center unless there is verification that they are wanted in another jurisdiction for an alleged commission of a delinquent act, or for being an escapee from institutional placement, probation or parole supervision, or unless they are charged with a delinquent act other than trespassing on an interstate highway, committed in Richmond.

O. Guidelines for Compiling the Juvenile Violation/Affidavit Report:

1. When a police officer arrests a juvenile for any reason, the officer shall fill out a JVAR Form and forward the original to YFCT. Whenever a JVAR is compiled, the reporting officer shall also complete an IBR Form. When the infraction is a traffic violation, the officer shall use the Virginia Uniform Summons Form.
2. If the offense(s) committed requires further investigation or court action, the officer will take the offender to the YFCT for assistance, if necessary. When a YFCT Detective is not available, between the hours of 2300 and 0700, the officer shall refer to the procedures listed above.
3. Compiling the Juvenile Violation/Affidavit Report - Instructions: (Print, using a black ballpoint pen or type):

The new JVAR is self-explanatory. It is similar in many ways to the previous version of the JVAR. However, there are specific features of particular importance.

- a. VIOLATION # - The incident from the IBR Form.
- b. CODE SECTION/VIOLATION – Record the type of violation(s) charged in this space (Be as brief as possible). Record the Code Section. This section may hold up to six (6) violations on ONE JVAR. Make sure that every violation lists both the violation title (ex. Trespassing) and Code section for that violation (ex, 18.2-119).
- c. SUMMARY OF VIOLATION/AFFIDAVIT – Give a complete description of all violations. (Describe exactly what the juvenile was

doing to cause him/her to be taken into custody). MAKE SURE that every listed offense (up to six) is thoroughly described in the summary. This summary will also serve as the affidavit for Juvenile Court. Include the name of the person or police officer that is to be notified to sign the petition, if the case is to go to the Juvenile Court. If the violation is auto theft, all pertinent information including color, make, model, license number, year, VIN number, and owner should be listed. If the violation is a larceny, state the value of items taken. Circumstances for probable cause must be clearly stated. Record the names and addresses of all witnesses. Note that a felony charge must go to Juvenile Court (Box J.C.) unless otherwise approved by the Assistant Commonwealth's Attorney for the Juvenile Court. Make sure to sign and date the bottom left corner of this section and make sure that any Intake Worker involved signs in the appropriate blank in the right bottom corner. The back of the second page of the JVAR has a list of frequently used offenses and their code sections. It also includes the affidavit's required wording for certain offenses.

- d. ARRAIGNMENT NOTICE – (in blue) This portion on the bottom of the JVAR replaces the Virginia Uniform Summons to notify juveniles and their parent/guardian to appear in court. Set the court date on a Tuesday at 1330 hours between 21 and 30 days, after the offense. Make sure both the parent/guardian AND the juvenile sign and date the form in the appropriate spaces.
- e. When the form is completed, including the signatures of the police officer, Intake Officer (if involved), and both the juvenile and the parent/guardian, distribute the four copies of the form to the appropriate persons.
 - i) Top Copy – through channels to the Juvenile Court
 - ii) Second Copy – for arresting officer
 - iii) Third Copy – for the juvenile offender
 - iv) Fourth Copy – for the juvenile's parent/guardian
- f. No court date needed if JVAR is for a runaway. If the juvenile is placed in detention, a copy of the JVAR MUST be forwarded to the YFCT at the time of the arrest.
- g. The officer shall forward the completed Arrest Packet to YFCT.